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**Security Office**

**Proposed Statements of Functions**

**Policy Staff**

1. Renders security consultation and guidance to the Agency Security Officer and to other Agency officers for security plans on inter-departmental exploitation, research and other joint effort activities.
2. Serves as Agency representative on inter-departmental and international committees on security problems of mutual interest.
3. Renders security advice with respect to dissemination of Agency finished intelligence.
4. Recommends collection and dissemination security policies and renders interpretations, opinions and decisions with respect to these policies.
5. Act as security advisor to the Agency Honor Awards Board.
6. Serves as a consultant from a security standpoint in coordinating public relations and release of information concerning Agency activities and functions.

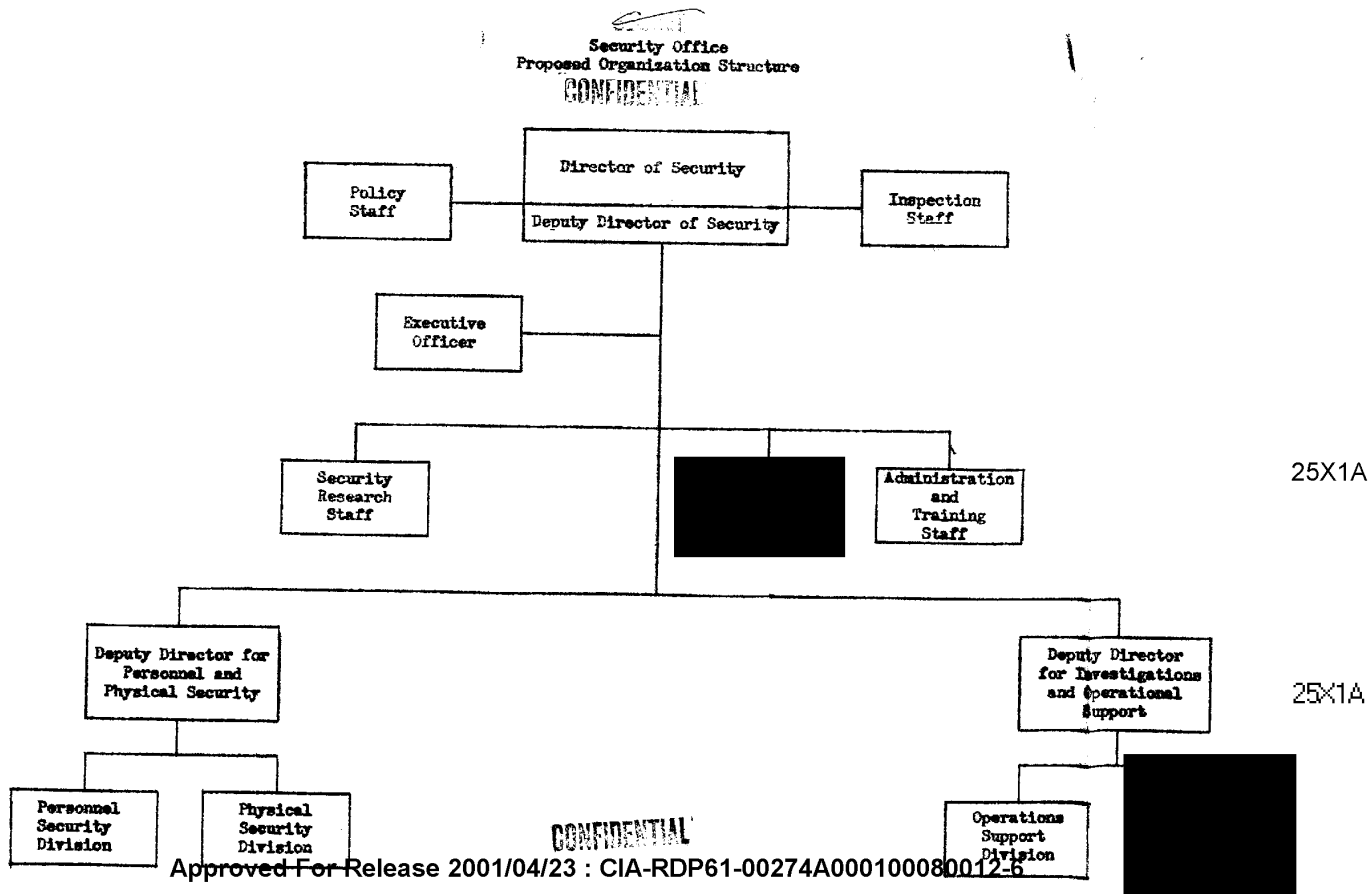
**Inspection Staff**

1. Conducts regularly scheduled and special security inspections of all Agency domestic and foreign installations.
2. Renders staff guidance with respect to security surveys of Agency contractors' facilities.
3. Ascertains the security suitability of non-Agency training facilities.
4. Provides security guidance for the Agency classified procurement programs.
5. Serves as coordinator for foreign and domestic Security Officers assigned outside of the Security Office.

**Executive Officer**

1. Assists in policy planning and in the administration of the Security Office in fulfilling its mission of preparation, development and execution of the Agency security program.

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2. Guides Staff and Division Chiefs in the performance of their functions with particular reference to policy and procedural matters.

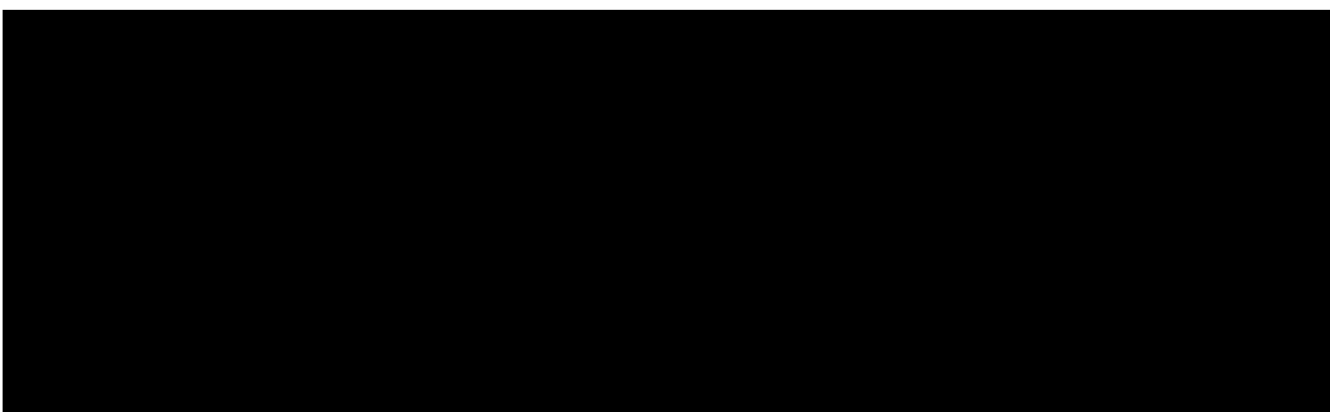
3. Maintains close contact with policy, operational, and internal administrative activities and implements those activities which in his judgment, do not require the attention of the Security Officer.

4. Exercises general guidance over administrative matters, including personnel actions, travel orders, purchases and other major expenditures of funds.

5. Performs such other special functions as may be directed by the Agency Security Officer.

#### Security Research Staff

Receives, evaluates and develops information for the purpose of penetrations of the Agency by foreign intelligence organization. <sup>25X1A</sup>



#### Administration and Training Staff

1. Provides administrative, personnel, and training support for all staffs and divisions at headquarters  <sup>25X1A</sup>

2. Establishes, develops, and maintains internal administrative policies and procedures.

3. Maintains accountability for all property assigned to the field and certain technical equipment assigned to headquarters.

4. Formulates and conducts security training programs and classes including technical instruction peculiar to Security Office operations.

5. Responsible for on-the-job and career management training in accordance with Office and Agency programs and policies.

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#### **Personnel Security Division**

1. Initiates and determines scope, of all personnel security investigations for overt and semi-covert personnel.
2. Appraises and analyses reports of investigations for these types of personnel for adequacy of coverage, pertinency of information and evidence bearing on the security aspects of each case.
3. Approves such personnel for employment or association with the Agency as employees, consultants or contractors and recommends their disapproval for security reasons.
4. Operates a system of review and re-appraisal of employees and initiates action for termination of persons constituting a security risk.
5. Maintains personnel reference files and controls dissemination of personnel security information to other Agency personnel and other Agencies.
6. Conducts a program of exit briefings for personnel leaving the Agency as well as departing for overseas.
7. Approves from security standpoint transfers of employees between components of the Agency.
8. Conducts interviews by means of general and special interrogation techniques to augment and assist personnel investigations.
9. Maintains research on interrogation techniques on a world-wide basis for possible application in the Agency security program.

#### **Physical Security Division**

1. Devises and executes building evacuation plans for the protection of classified material, property, and Agency personnel.
2. Safeguards Agency Headquarters installations against penetration by unauthorized personnel.
3. Conducts physical security surveys, maintains security control of visitors, directs the operation of a complete guard organization.
4. Establishes physical security standards to safeguard classified information in the custody and control of the Agency and protect it from loss, theft or compromise.
5. Operates an overall badge identification system.

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6. Investigates violations of security regulations and fixes responsibility.

7. Operates complete firearms and safety programs for the Agency.

8. Maintains control of the disposal of classified waste.

9. Studies, develops and conducts experiments with equipment used in carrying out the above functions.

**Operations Support Division**

1. Responsible for the initiation, analysis, and evaluation of field investigations of all applicants for open, semi-covert, and covert employment or association with the Agency.

2. Under certain conditions of employment, approves the suitability of prospective employees for employment or association with the Agency.

3. Conducts continuing research for detecting patterns or trends of penetration as may be evolved by field investigation.

4. Develops and utilizes external forces to assist in the field investigation of personnel.

5. Recommends assignment of personnel for [REDACTED] based upon continuing analysis and evaluation of workload data. <sup>25X1A</sup>

25X1X4

[REDACTED]

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[REDACTED]

1. Responsible for the actual conduct of field investigation of personnel who may be of interest to the Agency.

2. Conducts operational support activities in the field for various Agency operating components.

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